



City of Amesbury

Amesbury Youth Recreation
Kathleen Crowley
68 Elm Street
Amesbury, MA 01913-2892

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Amesbury Assistant Youth Recreation Director

Position Purpose:

Amesbury Youth Recreation is looking for an experienced, patient, knowledgeable, and energetic staff member to fill position of Assistant Youth Recreation Director. This position performs a variety of general administrative and supervisory duties as needed to plan and organize summer and after school programs, camps and clinics, bills and payroll, and other tasks.

Primary Duties and Responsibilities:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent (s) may not be required to perform all duties listed and may be required to perform additional, position specific duties.

- Assist the Youth Recreation Director and other staff with meeting all the tasks for which he or she is responsible.
- Assist with and perform payroll, bill, and deposit duties on a weekly basis.
- Drive to various off-site program locations to communicate with vendors, supervisors, and programs to ensure all is in order, deliver supplies etc
- Assist in inputting and organizing participant information/registration forms, filing, and managing lists and rosters, website and social media updates.
- Consistently communicates with the public and other town staff and officials.
- Make phone calls and emails as directed.
- Must be able to think on feet (problem solve), and stay calm with parents, vendors, and children.
- Ability to exercise judgment, decisiveness, and creativity.
- Assist with special events as needed.

Recommended Minimum Qualifications:

Completion of 2 years or more of college in recreation, education, childhood development or other related field preferred. Supervisory experience of staff preferred. Several years experience working with youth preferred. Valid Massachusetts motor vehicle operator's license and insured personal vehicle. Ability to drive a 10 person van is a plus. Must be 21 years of age or older. CPR and First Aid certification ideal, but not required. Ability to pass CORI and SORI checks.



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Knowledge, Ability and Skill:

Working knowledge of the principles and practices of recreation management and community program provision. Knowledge of community organizations. Ability to interact effectively and diplomatically with other City employees and the general public.

Ability to plan and organize programs, including scheduling, multitasking and recruiting staff and volunteers. Ability to supervise efficiently. Ability to communicate clearly and concisely, both orally and in writing with people of all ages. Should be detail oriented and very organized.

Must have excellent planning, leadership, and customer service and marketing skills as well as basic computer skills, MS word and Excel and social media management. Recreation software/online registration knowledge a plus.

Supervision:

The Assistant Director will report to the Youth Recreation Director and work in her absence.

Job environment:

The main office is located in the Costello transportation building at 68 Elm St., Amesbury. Off site locations will be in Amesbury. Majority of work will be in the office but will also include outdoor activities which may require walking, physical activity, and carrying items of varying weight.

Hiring information:

This is a seasonal position that will be paid \$20 per hour with benefits package. Employee should expect to work a 25 hour week schedule with flexibility. Start date will be immediate upon availability.

Employment applications are available on City website (www.amesburyma.gov) under Youth Recreation. All interested candidates should submit an employment application, resume, cover letter and two references to:

Kathleen Crowley, Youth Recreation Director
Amesbury Youth Recreation
68 Elm Street
Amesbury MA 01913
978-388-8137

Submissions can also be made via email to kathleen@amesburyma.gov